



Non-Merit Job Vacancy Announcement

EXECUTIVE DIRECTOR

Pay Grade:	Position is ungraded	Position Type:	Full Time
Salary or Range:	Salary commensurate with experience	Work Schedule:	Monday through Friday
FLSA Designation:	Exempt	Work Week:	37.5 Hours

Agency: Kentucky Real Estate Commission
Work Address: 10200 Linn Station Road, Suite 201
Louisville, KY 40223
Work County: Jefferson

AGENCY COMMENTS:

None

DESCRIPTION OF JOB DUTIES:

Serves as the agency head of the Kentucky Real Estate Commission and is responsible for overseeing the administrative, legal and education departments. The position reports directly to a board of five commissioners, who are appointed by the Governor. Responsible for communicating effectively with the board members and providing all information necessary for the Commission to function properly and to make informed decisions. Supervises and provides leadership to Commission staff. The position is responsible for developing and accomplishing the strategic plan and mission of the Commission. The position oversees and manages the Commission's biennium budget and financial statements to ensure maximum resource utilization and maintenance of the Commission in a positive financial position. Provides leadership in and direction for the implementation of KRS Chapter 324 and the Kentucky Administration Regulations Chapter 201. Oversees the implementation of all agency programs and functions. Participation and travel to regional and national conferences for education and continued improvement of the Commission's operation. Participation on national committees for various organizations is required. Performs other duties as assigned by the board of commissioners.

MINIMUM REQUIREMENTS:

EDUCATION:

4-year College Degree

EXPERIENCE:

At least 5 years of managerial, supervisory and strong leadership experience
Experience working with other state government agencies is preferred

Experience working in eMARS (Commonwealth Management & Reporting System Software) is preferred
Experience preparing and working with governmental budgeting, fiscal management and administrative oversight
Strong understanding of KRS Chapter 324 and Kentucky Administrative Regulation Chapter 201
Ability to develop short and long-range plans that meet the established goals of the Commission

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must have a Kentucky real estate license

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 10/12/2016)

[Posted on: 10/4/2016]

Please send resume to:

Kimberly Sickles, Chair

Kentucky Real Estate Commission

10200 Linn Station Road, Suite 201

Louisville, KY 40223

Contact Name: Kimberly Sickles

Contact Method: Send resume as listed above

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.